

AGREEMENT TO REPAY WITHHOLDING TAX ALLOWANCE

Withholding Tax Allowance – Each time an employee is reimbursed for moving expenses which are subject to Federal withholding tax, a withholding tax allowance (WTA) is calculated. The WTA is paid by the Government as an advance toward the final Relocation Income Tax allowance (RITA). The NSSC Finance Division applies a WTA to taxable reimbursements each time a claim (voucher) is processed.

Relocation Income Tax Allowance (RITA) – Public Law 98-473, enacted October 12, 1984, authorized payment of Relocation Income Tax allowance to cover additional taxes incurred because of reimbursement for covered taxable moving expenses. At the beginning of each tax year, the NSSC Finance Division will send an explanation letter and certification forms to the employees who received a withholding tax allowance on taxable moving expenses during the previous year.

Employees who receive taxable reimbursements for permanent change of station expenses are required to submit a claim for the RIT allowance.

EMPLOYEE AGREEMENT FOR REPAYMENT OF THE WITHHOLDING TAX ALLOWANCE

In compliance with the Federal Travel Regulation 302-11.7(e), I agree to:

- Submit the required tax information (W-2 forms, 1040-Schedule SE, NSSC Form-0026), and claim for the relocation income tax (RIT) allowance within a reasonable length of time after the receipt of the RITA package from the NSSC Finance Division. (The RITA packages are sent out at the beginning of each tax year.) Failure of the employee to comply with this requirement will preclude the agency's payment of the withholding tax allowance (WTA). The entire WTA will be considered an excess payment if the RIT allowance claim is not submitted.
- Repay NASA any excess amount paid as a withholding tax allowance (WTA).

Approval

[Signature]
Director, Service Delivery

Date: *1/24/2006*

1/24/2006
Date

[Signature]
Employee's (Transferee) Signature